

Guide for Meet and Greet participants - part of the Listening Post at the Maine Agricultural Trades Show

This guide is for service providers partaking in the Meet and Greet sessions as part of the ATS Listening Post

The Listening Post, located near the lobby, is a can't-miss place to visit for helpful information during the show. It includes three features: Business advising, Meet and Greets and handing out resources/abling.

Before the show

- [Please go to the participant services](#) section the webpage for guides, maps, set up/tear down info, etc.
- Please view the interactive map and participant directory on [the show webpage](#) before January.

Promoting your involvement

- Use your online profile link to update your directory profile. (Add digital handouts, contact info, etc.)
- We invite you to promote your session. Use your website, e-mail lists, social media (Facebook, EventBrite, etc.)
- Download optional digital assets –Please use #ATS2023 on social media posts.
- MDACF will distribute media alerts about the Listening Post features – including the meet and greet schedule.

Getting to the show – public parking, no registration, no ticket or entry fee

- There is no participant name badge – you are welcome to bring your own to wear.
- The show is open to the public to attend – there is **no entry fee** for attendees or participants.
- Public parking is available on site and shared by participants and attendees.

Room set up and location

- The meet and greet space area is the Cumberland Room – adjacent to the main entry. Left (south side) of venue.
- The space is pre-set with round tables and chairs to accommodate smaller group interactions.
- The meet and greets happen daily at 9 AM, 12 PM and 2 PM.
- Arrive at least five minutes before your scheduled time – you are welcome to arrive earlier.
- Venue staff refresh complimentary snacks before the sessions – generally at least 20 to 30 minutes before start
- Hand sanitizer and wipes are available in the space.

A/V and technology

- Shared public Wi-Fi is available at the show.
- An optional hand-held mic is available.

Help during the show – Technology, wayfinding, etc.

- Please visit the info booth or ask a staff member in the hallway if you need help troubleshooting issues.

Future shows – Bookmark the show webpage for key dates and forms